



DEPARTMENT OF PERSONNEL
ADMINISTRATIVE REGULATION NO. 111
STARTING SALARIES

Reissued and Effective: August 30, 2020

The purpose of this regulation is to establish guidelines for starting salaries of new employees.

- A. The compensation ordinance provides that the minimum rate of pay for a position should be paid upon original appointment to the class unless the Director of Personnel finds that it is difficult to secure the services of persons with minimum qualifications or experienced qualified persons at the minimum rate.
- B. If an applicant is offered the minimum salary and refuses the job at that rate the appointing authority should first determine if an equally qualified applicant may be willing to accept the minimum salary before making a request for an advanced starting salary.
- C. Before any request for an advanced starting salary may be considered the Candidate Referral Form must be submitted in accordance with Administrative Regulation No. 112 to the Personnel Services Section of the Department of Personnel.
- D. Any request for an advanced starting salary shall be sent to the Director of Personnel in writing and must include all of the following information.
- (1) The minimum acceptable salary provided by the applicant.
 - (2) A justification for the salary exception.
 - (3) All of the applicant's relevant qualifications, education, and experience.
 - (4) Any other pertinent information that supports the request.

The appointing authority will receive written notification of the Director of Personnel's determination as to whether the request is approved or denied.

If you have questions regarding this regulation, please contact the Classification and Compensation Section at 622-3565.

DEPARTMENT OF PERSONNEL

Richard R. Frank
Director